

# NOTIFICATION OF INTENT TO PUBLISH -- FORM 3868

To insure that your publication will receive proper consideration for inclusion in our Sales and Depository Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Please type. Form is aligned for typewriter use.

Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

Stock Number \_\_\_\_\_  
(SuDocs will provide.)

Printing and Binding Req. Number \_\_\_\_\_

RPPO Control Number \_\_\_\_\_

Date Submitted \_\_\_\_\_

Please notify ☐ publisher ☐ printing officer  
of rider decision.

\_\_\_\_\_  
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)

\_\_\_\_\_  
(Publishing Agency) (Bureau)

1. Title of publication \_\_\_\_\_

2. What publication does it supercede? Stock Number \_\_\_\_\_ Title \_\_\_\_\_

3. How does this compare with previous editions? \_\_\_\_\_

4. Intended target audiences. (Please be as specific as possible, e.g., indicate fossil fuel energy researchers instead of researchers or scientists.)

5. Breif description of contents \_\_\_\_\_

6. Quantity for agency distribution \_\_\_\_\_ Specific audiences for agency distribution \_\_\_\_\_

7. Recommended for sale ☐ Yes -- Quantity \_\_\_\_\_ ☐ No Reason for recommendation \_\_\_\_\_

8. Suggested audiences for sale copies \_\_\_\_\_

9. Will agency mailing lists be used for your promotional mailings? ☐ No ☐ Yes If yes, number of addresses available \_\_\_\_\_

10. Please check types of promotions planned by agency for sales copies

☐ Flyer -- Quantity \_\_\_\_\_ Audiences \_\_\_\_\_

☐ Press Releases -- Quantity \_\_\_\_\_ Audiences \_\_\_\_\_

☐ Review Copies -- Quantity \_\_\_\_\_ Audiences \_\_\_\_\_

☐ Advertising In: ☐ Agency Publications ☐ Paid Media ☐ Other \_\_\_\_\_ Est. Total Circulation \_\_\_\_\_

1. Depository Library distribution ☐ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER.

\_\_\_\_\_  
(Printing Officer's Name) (Area Code) (Phone)

2. Publication description: ☐ Non-subscription ☐ Subscription ☐ New ☐ Revision ☐ Reprint

Series -- Number \_\_\_\_\_ Anticipated revision date \_\_\_\_\_ Series -- Title \_\_\_\_\_

3. FORMAT: ☐ book ☐ tape COVER: ☐ self BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded  
☐ folder ☐ microform ☐ paper ☐ side stitch ☐ punched ☐ shrink wrapped  
☐ form ☐ other \_\_\_\_\_ ☐ casebound ☐ adhesive ☐ drilled ☐ other \_\_\_\_\_  
☐ map ☐ other \_\_\_\_\_ ☐ sewn

4. Unit of Issue \_\_\_\_\_ No. of Pages \_\_\_\_\_ No. of Illustrations \_\_\_\_\_ Trim Size \_\_\_\_\_ No. of Foldins \_\_\_\_\_

5. 4-color process ☐ Yes ☐ No Smallest type size in points \_\_\_\_\_

6. Jacket No. \_\_\_\_\_ Program No. \_\_\_\_\_ Print Order No. \_\_\_\_\_

7. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) \_\_\_\_\_

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

IMS Initials/Date \_\_\_\_\_

8. SuDocs riding for \_\_\_\_\_ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other \_\_\_\_\_

9. Dep. Lib. riding for \_\_\_\_\_ copies File Copies \_\_\_\_\_ IES Copies \_\_\_\_\_ Item number \_\_\_\_\_

Part IV. This space may be used by AGENCY.

GPO will ride for \_\_\_\_\_ paper copies \_\_\_\_\_ cloth copies

Paper S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_ Cloth S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_

## Submission Instructions

### Form Explanations

Most of the items on Form 3868 are self-explanatory. Additional explanations for some items are given below:

**Part I – Agency Publisher or Program Officer:** The individual named should be knowledgeable about the content, planned distribution, and marketing of the publication (e.g., editor, publisher, author, or program officer).

**Question 2 – Does this publication supersede a previous edition?** Supply the publication title(s), series number and stock number(s) of the edition(s) which the new publication replaces.

**Question 3 – How does this compare with previous editions?** Specify any differences in information, specifications, and content in the new edition.

**Question 5 – Brief description of contents:** If a description is contained in the preface, foreword, introduction, or title page, you may attach a copy of the appropriate section instead of filling in this section, although you will have to submit the 3868 by mail or fax.

**Question 6 – Specific audiences for agency distribution:** Specify what target audience and how many copies of the publication your agency will be distributing.

**Question 7 – Recommendation for sale:** If yes, include specific audiences that might be targeted and the estimated size of each audience. Please be as specific as possible (e.g., indicate energy researchers instead of scientists). If no, explain.

**Part II – Depository Library Distribution:** 44 U.S.C. Section 1902 requires that Government publications be made available to depository libraries, unless they are:

- "determined by their issuing components to be required for official use only for strictly administrative or operational purposes which have no public interest or educational value"
- "classified for reasons of national security"

If you have answered "no" to question 11, you must indicate into which of the above exception categories your publication falls. (The agency does not bear the cost of depository copies if the document is printed or procured through GPO.)

## About Form 3868

### The Purpose of Notifying the Superintendent of Documents via GPO Form 3868

1. The information on GPO Form 3868 will be used for two purposes:
  - To determine the quantity requirements of the Federal Depository Library Program. Under Title 44, US Code, the Superintendent of Documents distributes Government publications to nearly 1,350 depository libraries throughout the United States. Title 44, US Code, Sections 1901-1903 and OMB Circular A-130 "Management of Federal Information Resources" require agencies to furnish copies of Government publications that are not printed or procured through GPO. The agency does not bear the cost of depository copies if the publication is printed or procured through GPO. In these cases the agency must provide a full, accurate description of the publication on GPO Form 3868, so that GPO has sufficient information to order the correct depository quantity and thereby avoid later back to press costs to the Government. The actual number of copies distributed depends on the type and content of the publication. The average is 450, but may range from 75 or less for a very technical document to more than 800 for a popular title.
  - To provide the Superintendent of Documents with a general description of the publication. The information is used to determine whether to include the publication in the Superintendent of Documents Sales Program. The Superintendent of Documents sells more than 10,000 different titles, both monographs and subscriptions, to the public on a cost recovery basis. When a publication is included in the Sales Program, our Promotion and Advertising staff can use the information supplied on GPO Form 3868 to assist them in marketing your publication to the appropriate audience.
2. Personnel from the Sales and Depository Library Programs will provide the publishing agency with ordering decisions and copy counts upon request.
3. Questions regarding the Sales, Depository Library, or Marketing programs should be directed to the following:

Sales Service  
Chief, Documents  
Control Branch  
202-512-1707  
salespubs@gpo.gov

Library Programs Service  
Chief, Depository  
Administration Branch  
202-512-1071  
fdlppubs@gpo.gov

Promotion and Advertising  
Chief, Promotion and  
Advertising Branch  
202-512-1709  
promotions@gpo.gov